

External Text Features

graphs

uses pictures and symbols to
show information

charts

gives information, shows processes
or make comparisons

tables of contents

is a list of the parts of a book or document
organized in the order in which the parts appear.

glossary

alphabetical list of key people,
places, events, and terms.

index

found at the very back of a
textbook

External Text Features

headings and titles

announces the topics that will be covered

subheadings

a heading given to a subsection of a piece of writing.

pictures/maps

used to emphasize or make important points

captions

a phrase, sentence, or paragraph describing the contents of an illustration

boldface type or
bolded words

slow down and pay attention